

TO: Richard Catlett, Assistant Superintendent

FR: Brenda K Bennett, Accountant, Joint Administrative Services

DT: 06/22/2020

RE: *Advertisement of Position*

Accounts Payable Specialist

The County of Clarke seeks an employee who combines a pleasant manner with attention to detail, firm adherence to policy, and skill with automated techniques. The employee will be responsible for processing semi-monthly bill payment; reconciling accounts with vendors; and preparing analyses and reports for Government and Schools. The position will be available August 1st. Starting salary will range from \$34,000 to \$39,000 with generous benefits. Experience, education, and advanced technology skills will be emphasized in selection. Please apply at www.clarke.k12.va.us.